

**NYSED-2: CERTIFICATION OF EARNED DEGREES CONFERRED,
July 1, 2008 - June 30, 2009**

The NYSED-2 degree-reporting form, “*Certification of Earned Degrees Conferred, July 1, 2008-June 30, 2009,*” must be completed by each institution receiving or applying for State Aid under Section 6401 of the Education Law (Bundy Aid.) This form is used to calculate the payments due to the institutions during the academic year following the conferral of the degrees. A complete list of Bundy Aid reporting requirements is on page 8, Attachment 2.

GENERAL INSTRUCTIONS

Three Sets of Submissions are Related to This Form

1. Certified Degree Form (NYSED-2)
2. File of Degree Recipients (See Page 3)
3. Additional Reporting Requirements (See Page 6)
 - Summary Budget
 - Use of Aid Statement
 - Audit
 - All HEDS Forms Including Estimate of Earned Degrees (NYSED-2A)

All lines of NYSED-2: All degrees earned in external degree programs are excluded by law from the Bundy Aid program. Include only earned degrees in the count of eligible degrees conferred.

Line 1: All institutions awarding Associate Degrees should use this line.

Lines 2 through 21: Use the *Rules of the Board of Regents, Section 3.54*, to define the “Degree Category” or rate of Bundy Aid to ascertain which degrees should be entered on each line. The figures entered in the Total Number of Earned Degrees column must match those reported on the federal form IPEDS-C, “Completions Survey.” **Degrees completed prior to July 1, 2008, but conferred during the current period should be reported in the appropriate columns identifying, "Retroactive" dates.**

Special Notes

- Interpretation and current practice of Education Law §6401, which governs the Bundy program, allows payments only for degrees awarded from New York State registered programs located in the State. Degrees awarded through approved external degree programs are also excluded from payment.
- Line 3 (M.A., M.S., M.B.A., etc.): This line should be used for reporting all master's degrees not listed on lines 4, 5, and 6.
- “An Earned Master of Philosophy [M Phil] . . . shall not constitute a separate degree” for the purpose of this Section (Section 3.54(e) of the Rules of the Board of Regents).
- Line 17 (Ph.D., Ed.D, etc.): This line should be used for reporting all doctoral degrees exclusive of first-professional degrees and degrees listed on lines 18 and 19.
- Audited Financial Statement: An annual certified audit report must be submitted by institutions participating in the Bundy Aid Program in order to fulfill the program reporting requirements. This requirement is satisfied by the two copies of your institution's statement sent to Joseph Frey, Assistant Commissioner of Quality Assurance fulfilling the HEDS form request for F.AUDIT, Audited Financial Statement.
- Conferral Date: The date on which the faculty votes (or such equivalent formal institutional action) to confer the degree.
- Completion Date: The date on which work required for the degree was completed.

Multi-Campus Institutions

Multi-campus institutions are required to submit a separate “Certification of Earned Degrees” (NYSED-2) form, for each official branch campus so that it will be possible to check these forms against other data, i.e. the number of degrees awarded as reported on the IPEDS-C form. The Department will combine multi-campus totals to calculate a total entitlement for Bundy Aid payments:

Examples: < *Long Island University*: Brentwood, Brooklyn, C.W. Post, New York University, Rockland, Southampton, and Westchester.
 < *Pace University*: New York, Pleasantville, and White Plains
 < *Cornell University* (Endowed) and Cornell Medical College

Exclusions for Statutory Colleges

The degrees awarded by the Statutory Colleges located at Cornell University and Alfred University should NOT be included in the figures reported for these institutions. These exclusions will result in making the figures comparable to those reported on the IPEDS-C, “Completions Survey” form.

Please include in a separate memorandum a statement of the number and level of degrees awarded by each of the Statutory Colleges.

Additional Data Submission Requirement

In addition to submitting the “*Certification of Earned Degrees Conferred*” survey form, each institution must submit a corresponding list of all recipients of degrees conferred during the period July 1, 2008 to June 30, 2009, as reported on the form. This required list should include each degree recipient's name, level of degree, and conferral date. **If the recipient completed the degree requirements prior to the current conferral period (i.e. retroactively), the completion date must be specified in order to determine the appropriate payment rate.**

To permit clear identification of levels and categories of degrees by Bundy Aid payment category, the data should:

- **Be organized by degree level (e.g., M.B.A, J.D., Ph.D. etc.);**
- **Be consecutively numbered and sorted by (1) completion date (2) name, and (3) conferral date within each degree level;**
- **Match the number of degree recipients with the students reported on the NYSED-2 form. It is absolutely necessary that the list of degree recipients exactly match the number of degrees certified on the NYSED-2 form.**

Retroactive Degrees -- Degrees in which the recipient previously completed the degree requirements, but the degree was conferred during the current reporting period, July 1, 2008 to June 30, 2009. **Retroactive degrees must be clearly noted.** The retroactive date (needed to determine the appropriate retroactive award category), name of the recipient, conferral date and award must be included with the required list of degree recipients.

A "sample" format for reporting retroactive degrees is attached. (Attachment 1)

We encourage you to submit electronic text or Excel files containing the necessary degree recipient's information on disk or by email. Printouts in the format described above will be accepted and should be forwarded to the Office of Research and Information Systems. **Degree recipient lists submitted in formats other than that described above cannot be processed, and will be returned to the institution.**

Certification

(1) The Chief Executive Officer must sign form NYSED-2; (2) the Institution seal must be affixed; and (3) the form must be notarized. To be complete, the notarization requires one of the following: Notary Seal or Notary Stamp, or the Notary's Official Registration Number. **Forms submitted without these three certification requirements will be returned to the institution.** Currently the only method of satisfying these requirements is on a paper submission of form NYSED-2. Institutions are encouraged to produce their paper copy after completing our electronic Access form and following the instructions in the Access application. This procedure

will assure that the electronic and paper copies are identical. Both the electronic form and the paper form should be submitted to ORIS.

Form submission

The NYSED-2 form including notarized signature and institution seal, and the required Degree Recipient lists, should be submitted to:

NYS Education Department
Office of Research and Information Systems
Room 966 Education Building Annex
Albany, New York 12234

This hard copy should be printed from your completed Microsoft Access version of the form after downloading it from the ORIS website and following the imbedded instructions.

DEADLINE: August 1, 2009

If you have any questions about completing the form, need additional blank copies, or anticipate a delay in returning the form, please call (518) 474-5091, or e-mail ORIS at HEDS@mail.nysed.gov. If you anticipate a delay in returning the form and require an extension to the August 1, 2009 due date, please contact us in writing via fax (518) 474-1907, e-mail, or U.S. mail, stating the reason for the delay and the anticipated date of submission. You will receive a pertinent response in writing.

If it is necessary to submit corrected or revised data after the initial form has been submitted, the adjusted version must follow the same certification requirements as the original submission. Revisions received after December 31, 2009 cannot be processed.

Additional Data Submission Requirement:: List of Degree Recipients

Each Bundy institution must submit a list of all degree recipients that make up the degrees submitted on the NYSED-2 certified degree form.

- 1 Report all individuals who were conferred their degree in the current year (July 1 to June 30)
as specified on the NYSED-2 form.
- 2 Provide the conferral date as a check regarding eligibility for payment
- 3 Provide the date or year in which work required for the degree was completed
This determines whether the degree is retroactive and what the payment rate will be.
- 4 Provide the actual degree awarded (eg, BS, MA, MBA, LL.M, PHARM-D, etc) as this determines the line it fits into on the certified form and the resulting pay rate.
- 5 Submit the list as a data file (Excel or Access) with the data grouped to facilitate comparisons
with each line or cell of the NYSED-2 certified degree form.
(eg, sort by degree, completion date and conferral date and provide a count of recipients for each group)
The spreadsheet should look like the following example:

Institution	Degree		Recipient	Recipient	Recipient	Conferral	Completion
Name	Category	Degree	#	Last Name	First Name	Date or Yr	Date or Yr
Sweet Hill College	Associate	AS	1	Adams	Andrew	xxxx	xxxx
Sweet Hill College	Associate	AS	2	Brown	John	xxxx	xxxx
Sweet Hill College	Associate	AAS	3	Smith	Mary	xxxx	xxxx
Sweet Hill College	Bachelor's	BA	1	Jones	Jerry	xxxx	xxxx
Sweet Hill College	Bachelor's	BA	2	Jones	Cindy	xxxx	yyyy
Sweet Hill College	Bachelor's	BS	3	Monroe	Bill	xxxx	xxxx
Sweet Hill College	Bachelor's	BS	4	Cox	Chris	xxxx	xxxx
Sweet Hill College	Bachelor's	BS	5	Martin	Sandra	xxxx	zzzz
Sweet Hill College	Master's	MS	1	etc	etc	etc	etc
Sweet Hill College	Master's	MS	2				
Sweet Hill College	Master's	MS	3				
Sweet Hill College	Master's	LLM	4				
Sweet Hill College	Master's	LLM	5				
Sweet Hill College	Master's	LLM	6				
Sweet Hill College	First-Professional	etc	etc	etc	etc	etc	etc
etc	etc						

Note that Bachelor recipient #s 2 and 5 are retroactive degrees since the conferral year does not equal the completion year.

A student receiving more than one degree in a conferral year may be listed more than once.

Attachment 2

**AID TO INDEPENDENT COLLEGES AND UNIVERSITIES (Bundy Aid)
REPORTING REQUIREMENTS - July 1, 2008 - June 30, 2009**

Each reporting requirement should be met by its due date. Please notify the Office of Research and Information Systems if any of the components will be late. Requirements may be sent to:

Mail:

NYS Education Department
Office of Research and Information Systems
Room 966 Education Building Annex
Albany, NY 12234

or Fax:

518-474-1907

or E-mail: HEDS@mail.nysed.gov

Reporting Requirement	Due Date
Summary Budget (Preliminary) - Fiscal Year 2009-10 (a one page summary of budgeted amounts by major revenue and expenditure categories for the institution)	July 1, or the first day of fiscal year if it begins after July 1, 2009
NYSED-2: Certification of Earned Degrees Conferred - July 1, 2008 through June 30, 2009 accompanied with a list of degree recipients in the prescribed format (see Attachment 1).	August 1, 2009
Statement of Use of Bundy Aid during Academic Year 2008-09 (a letter describing what was funded and what benefits resulted due to Bundy Aid)	August 31, 2009
Annual Certified Audit - Fiscal Year 2008-09 [Submission of 2 audit reports are required to fulfill both the Bundy Aid Program requirement and the reporting requirement mandated by CEO Memo No. 97-01, issued 1/8/97]	October 6, 2009 or within 120 days of end of institutional fiscal year
<input type="checkbox"/> Current Institutional Catalog (NOTE: See "Current College Catalog" form) [Submission of 1 catalog will fulfill both this requirement & the general HEDS catalog requirement] <input type="checkbox"/> Current Faculty Manual <input type="checkbox"/> Current Student Manual <input type="checkbox"/> Current Administrative Manual (If there is no update on Catalog or Manuals, please specify in writing. There is no need to resubmit.)	October 15, 2009
NYSED-2A: Estimate of Earned Degrees to be Conferred - July 1, 2010 through June 30, 2011	March 15, 2010
All forms that are currently due as part of the 2009-10 Higher Education Data System Package must be completed in order for an institution to participate in the Bundy Aid Program. Failure to comply with any of the above requirements may result in the withholding of payments.	Various due dates as specified on the forms.